

PRELIMINARY PLANNING FOR A-76 REVIEWS

Before the public announcement (start date) of a streamlined or standard competition, an agency shall complete, at a minimum, the following steps:

- 1. Scope and Grouping.** Determine the activities and full time equivalent (FTE) positions to be competed and conduct preliminary research to determine the appropriate grouping of activities as business units (e.g., consistent with market and industry structures).
- 2. Workload Data and Systems.** Assess the availability of workload data, work units, quantifiable outputs of activities or processes, agency or industry performance standards, and other similar data. Establish data collection systems as necessary.
- 3. Baseline Costs.** Determine the NIH activity's current costs to operate.
- 4. Type of Competition.** Determine the use of a streamlined (for 65 or fewer FTE) or standard competition (for activity of any size).
- 5. Schedule.** Develop preliminary competition and completion schedules.
- 6. Roles and Responsibilities of Participants.** Determine roles and responsibilities of participants in the process and their availability for the duration of the streamlined or standard competition.
- 7. Competition Officials.** Appoint competition officials. The Competitive Sourcing Official (CSO, this is the DHHS Assistant Secretary for Administration and Management) shall appoint competition officials for each standard competition, and, as appropriate, for streamlined competitions. The CSO shall appoint all competition officials, in writing, and shall hold these competition officials accountable for the timely and proper conduct of streamlined or standard competitions through the use of annual performance evaluations.
 - a. Agency Tender Official (ATO).** The ATO shall develop, certify, and represent the agency bid to do the work
 - b. Contracting Officer (CO).** The CO develops the solicitation in accordance with the Federal Acquisition Regulations (FAR).
 - c. PWS (Performance Work Statement) Team Leader.** The PWS team leader shall develop the PWS (agency requirement for which both the NIH and private vendors will compete) and quality assurance surveillance plan; determine government-furnished property; assist the CO in developing the solicitation; and assist in implementing the performance decision.
 - d. Human Resource Advisor (HRA).** The HRA shall be responsible for implementation of employee and labor-relations requirements and MEO team requirements (including assisting in the development of agency tender and classifying new position descriptions).
 - e. Source Selection Authority (SSA).** The SSA shall ensure compliance with the provisions of the FAR and the circular.
- 8. Incumbent Service Providers.** Inform those NIH employees currently performing the function that will be reviewed of the date that the public announcement to officially begin the review will be made.